



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste

BWP HW 24 Level II Recycling Permit Renewal and Modification

BWP HW 26 Level III Recycling Permit Renewal and Modification

Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word and Adobe Acrobat PDF. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word format must be downloaded separately. Users with Microsoft Word 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Permit Fact Sheet

1. What is the purpose of these renewals or modifications?

These permits authorize and set conditions for persons recycling hazardous waste under existing Level II and Level III recycling permits. These permits are designed to protect public health and the environment by ensuring that recycling is conducted in a sound manner.

Legislative authority for these permits is stated in MGL Chapter 21C, section 4. Regulatory authority is found in 310 CMR 30.200 of the Hazardous Waste Regulations.

2. Who must apply?

Any person who is currently authorized to recycle hazardous waste under either a Level II or Level III recycling permit, and who wishes to renew or modify said permit must reapply on this form.

There are two levels of recycling permits that may be renewed or modified utilizing this form.

BWP HW 24 Level II recycling permit renewals or modifications for BWP HW 02 and BWP HW 23.

BWP HW 26 Level III recycling permit renewals or modifications for BWP HW 03, BWP HW 12 and BWP HW 25.

3. What other requirements should be considered when applying for this renewal or modification?

a. What prerequisites should be considered?

The applicant should have an existing valid Level II or Level III recycling permit.

b. What concurrent applications are related?

Some recycling activities may require additional permits from DEP. For example, air or water permits may be required if recycling involves potential discharges to the environment.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

BWP HW 24	Level II Recycling Permit Renewal or Modification.....	\$265
BWP HW 26	Level III Recycling Permit Renewal or Modification.....	\$870

5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:	Reserve Copy Location:
Department of Environmental Protection	None.
Hazardous Materials	

* Regional Office

*See "DEP Addresses and Phone Numbers" page included in this package.



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Permit Fact Sheet

6. What are the timelines?

As of November 3, 1995 the timelines are:

	AC	T1	T2*
BWP HW 24 - Level II Renewal or Modification	30	60	60
BWP HW 26 - Level III Renewal or Modification	30	60	60

*(A second technical review will only be conducted if necessary).

There is no public comment review period for any of these permits.

7. What is the annual compliance fee?

Current annual compliance fees for a Level III recycling permit can be found at www.mass.gov/dep/files/permits/fees.htm. There is no compliance fee for Level II recycling permits.

If you fail to pay an annual compliance fee, your permit could be suspended or revoked.

8. How long are these renewals or modifications in effect?

Recycling permits are generally issued for five years. In some cases, however, DEP may issue a permit for less than five years. For example, sometimes recycling involves a new technology. DEP can determine that more frequent permit review is necessary in these instances.

9. How can I avoid the most common mistakes made in applying for these renewals or modifications?

- Be sure to sign the application form.
- Enter the correct EPA Identification Number on the application form.
- Indicate precisely the method of recycling.
- Indicate precisely the type of material that will be recycled, including its waste code as listed in 310 CMR 30.120 through 30.136.
- If the recycling process requires any other type of permit, that permit is indicated on the recycling permit application.
- Submit fee and **one** page of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to these renewals or modifications? Where can I get copies?

These regulations include, but are not limited to:

- Hazardous Waste Regulations, 310 CMR 30.000.
- Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376



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Application Completeness Checklist

- ☐ The DEP Transmittal Form is properly completed.
- ☐ The proper application forms for the appropriate hazardous waste recycling categories have been completed and signed.
- ☐ The correct EPA Identification Number has been entered on the application form.
- ☐ The type of material that will be recycled, including its waste code as listed in 310 CMR 30.120 through 30.136, has been precisely indicated.
- ☐ The recycling activity has been precisely described.
- ☐ A copy of the existing permit with any proposed change(s) or modification(s) precisely, indicated has been included.
- ☐ If recycling requires an air quality, water pollution, or other type of permit, the permit has been properly noted on the recycling permit application.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send a copy of the application along with *one* copy of the DEP Transmittal form to:

Department of Environmental Protection
_____ * Regional Office

Hazardous Materials

***See "DEP Addresses and Phone Numbers" page included in this package.**

- ☐ Send fee of:

\$265 for BWP HW 24;

\$870 for BWP HW 26;

in the form of a check or money order made payable to *Commonwealth of Massachusetts*, along with *one* copy of the DEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
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Tolland

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Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamsburg
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



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Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
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Oxford
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Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



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Brockton
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Chilmark

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Duxbury
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Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
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Halifax
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Lakeville
Mansfield
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Mashpee

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North Attleborough
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Pembroke
Plainville
Plymouth
Plympton

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Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
1 Winter Street
Boston, MA 01887
Phone: 617-654-6500



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Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Newbury
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



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Transmittal Number #

BWP HW 26 Level III Recycling Permit Renewal and Modification

Facility ID (if known)

Important:
When filling out
forms on the
computer, use
only the tab key
to move your
cursor - do not
use the return
key.



A. General Information

1.
Company Name
2.
EPA Identification Number
3. Contact Person:

<input type="text"/> Name	<input type="text"/> Telephone Number
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4. Mailing Address:

Street Address

<input type="text"/> City	<input type="text"/> State	<input type="text"/> Zip Code
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5. Address where recycling occurs (if different from above):

Street Address

<input type="text"/> City	<input type="text"/> State	<input type="text"/> Zip Code
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B. Description of Recycling Activity

1. Brief description of recycling activity:
2. Name and quantity of material recycled:

Material name

Waste Code

Quantity Recycled / Year (P= pounds, K= kilograms, G= gallons, L= liters)

C. Additional Information

1. Current permit:

<input type="text"/> Name	<input type="text"/> Expiration Date
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Facility ID (if known)

C. Additional Information (cont.)

This permit application is a (check a or b):

- a. ☐ Renewal with no charge ☐ Renewal with charge b. ☐ Modification

Provide a brief description of proposed permit change(s):

Provide a brief description of proposed permit modification(s):

Is the permit copy with proposed change(s) attached?

Is the permit copy with proposed modification(s) attached?

☐ Yes

☐ No

☐ Yes

☐ No

C. Additional Information

1. List of other DEP permits associated with this application.

Permit Type	Application Date	Transmittal Number
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

3. List of other material submitted with this application.

D. Certification

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment. In addition, I understand that any material supplied with this application will not be considered confidential unless I have specifically requested that such material be kept confidential and the Department has made a determination of confidentiality in accordance with 310 CMR 3.00 –Regulations Governing Access for and Confidentiality of Department Records and Files."

Authorized signature of owner/operator

Print Name

Authorized Signature

Position/Title

Date